



MUSLIM SOCIAL SERVICES of KITCHENER-WATERLOO

Job Title: Social Media Community Manager

Responsibilities:

- Building and executing social media strategy through competitive and audience research
- updating the website daily
- update all the organization social media platform
- Design newsletter for the organization
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
- Set up and optimize organization pages within each platform to increase the visibility of company's social content
- Moderate all user- generated content in line with the moderation policy for each community
- Create editorial calendars and syndication schedules
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
- Collaborate with other departments (customer relations, sales etc) to manage reputation, identify key players and coordinate actions

Requirements:

- Post-secondary student (Community College, University, Technical Institute): must be returning to school full time in Fall 2022.
- The ideal candidate will be self-motivated and capable of working responsibly and independently.
- Relevant fields of study include but are not limited to: English, marketing, speech communications, urban planning, interdisciplinary studies, sociology, social work, social development studies, and psychology.
- Strong written and verbal communication skills.
- Background in graphic design, Wix, social media communication an asset.

Priority will be given to students with disabilities, newcomers to Canada or members of a visible minority.

And they feed, for love of God, the indigent, the orphan and the captives. [Qur'an 76:8]

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To apply: Email a cover letter and resumé to duaa.Al-Aghar@muslimsocialserviceskw.org by **June 15th, 2022**. Please state the position for which you are applying in the subject line of your email.